

**BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
February 26, 2018**

Members Present: Pam Deppe, Brad Miller, Jason Ratts, Vera Small, Jeff Thomas

Members Absent:

Others Present: Stephanie Butcher, Patty Meyer, Denise E. McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the January 22, 2018 minutes. A motion to approve the minutes was made by Small and seconded Deppe. Motion carried (5-0).

Stephanie Butcher, Information Systems, addressed the Committee requesting approval of a travel request to send Pam Rodgers to the Tyler Public Safety Conference that will be held in Boston, MA on April 2018. A motion to approve the request was made by Thomas and seconded by Small. Motion carried (5-0).

Patty Meyer, Building & Grounds, addressed the Committee requesting approval of a travel request to attend the National Facility Management Training that will be held in Baltimore, MD on March 18-23, 2018. A motion to approve the request was made by Thomas and seconded by Deppe. Motion carried (5-0).

Meyer presented to the Committee her monthly report. Items included the painting and carpet replacement on the 5th, 6th and 7th floors of the Courthouse, the need to possibly move some shifts of the B&G staff to avoid overtime, the NFMT conference, the status of the elevator RFP, indoor/outdoor projects, jail passing the PREA audit, savings on not outsourcing plumbing and HVAC services, and the savings achieved in the Central Services Print Shop

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Small and seconded by Thomas. Motion carried (5-0).

A motion to adjourn was made by Miller and seconded by Small. Motion carried (5-0). Meeting adjourned.